



# MEETING MINUTES

## State of Louisiana ERP Project

### *Blueprint Workshop / Enterprise Structure*

August 18, 2008 @ 8:30 a.m. – 4:30 p.m.

Location: Claiborne Building, 1-155 North Dakota Room

#### Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Afranie Adomako	Y	N	OSRAP
2.	Mary Canella	Y	N	CRT
3.	Ron Granier	Y	N	DOC
4.	Beverly Hodges	Y	N	ERP Team
5.	Marietta Holliday	Y	Y	ERP Team
6.	Brett Hunt	Y	N	AG
7.	Debra Jones	Y	N	DVA
8.	Wynnette Kees	Y	N	WLF
9.	Gwen Thomas	Y	N	DNR
10.	Clarence Lymon	Y	N	DOR
11.	Sonya Pulliam	Y	N	DHH
12.	Beverly Shaw	Y	N	CRT
13.	Pamela Suggs	Y	Y	ERP Team
14.	Drew Thigpen	Y	N	ERP Team
15.	Richard Harbor		Y	DOTD
16.	Judy LeBourgeois		Y	DNR
17.	Tommy Politz		Y	CRT
18.	Sal Faldetta		Y	DOTD
19.	Marlene Scott		Y	ERP Team
20.	Melissa Steib		Y	DOC
21.	Yvette Buckner		Y	WLF
22.	Judy Davidson		Y	DOA
23.	Jennifer Wells		Y	DOA/OSRAP
24.	Elizabeth Kunjappy		Y	LDR
25.	James Lodge		Y	DOA/OSRAP
26.	Jena Cary		Y	DOA/OSUP
27.	Yuyi Cheng		Y	DED/Fiscal
28.	Errol Smith		Y	ERP Team

<i><b>Agenda Item and Notes</b></i>	<i><b>Owner(s)</b></i>	<i><b>Action Items &amp; Assignments</b></i>	<i><b>Comments / Follow-up</b></i>
1. <b>Logistics, Ground Rules, &amp; Introduction</b>	Marietta Holliday	<ul style="list-style-type: none"> <li>None</li> </ul>	
2. <b>Project Timeline</b>	Marietta Holliday	<ul style="list-style-type: none"> <li>None</li> </ul>	
3. <b>Workshop Objectives</b> <ul style="list-style-type: none"> <li>Build business process design supporting maintenance process for Non PO related vendors</li> <li>Determine fields level requirements for Non PO related Vendors</li> <li>Use of special vendor master maintenance functionality</li> <li>Identify legacy systems that will be used as source data system for vendor master data conversion</li> <li>Identify any reporting business requirements supporting vendor master data maintenance</li> </ul>	Marietta Holliday Mary Walker Anees Pasha	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>The business processes for Non-PO Vendors were identified.</li> <li>The field levels for Vendors were determined.</li> <li>The process flow for Non-PO Vendor Master was designed. See below "To-Be" Visio.</li> </ul>
4. <b>Business Process Review</b> <ul style="list-style-type: none"> <li>"AS-IS" Process Flow</li> <li>Current System Alignment</li> <li>Process Improvement opportunities</li> <li>SAP Glossary</li> <li>SAP Concepts and Functionality</li> <li>"TO-BE" Business Process Flow</li> <li>Leading Practices</li> <li>Enterprise Readiness Challenges</li> </ul>	Marietta Holliday Mary Walker Anees Pasha	<ul style="list-style-type: none"> <li>None</li> </ul>	See "Discussion" below.

5. <b>Action Items</b>	Marietta Holliday Mary Walker Anees Pasha	<ul style="list-style-type: none"> <li>• Richard Harbor – Provide listing of Business Categories</li> <li>• OSRAP – Provide listing of “Block Status” w/ explanation</li> <li>• OSRAP – Provide AGPS Vendor Account Group listing</li> </ul>
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#### **Discussion:**

##### **AS-IS Process Flow – Legacy Systems**

*In addition to the legacy systems currently being used by DOTD which include PCRD (Procurement Card), ADDS (Accounts Payable), and FMSP (Financial Management System), Richard Harbor stated that there was an additional system being used. The PMFS (Project Management Financial System) system does not contain any Vendor information and it is interfaced into ADDS.*

##### **Business Process Flow- Create Vendor**

*Team members discussed several triggers that warrant the creation of a new vendor. DNR stated that two of their triggers were the awarding of a bid to an entity that was not currently in the system (purchase process) and setting up a new contract (contract process). Additional triggers were end-user request and unexpected reimbursements. Team members decided the W-9 form and the Vendor information sheet is required to create a vendor because it provides all the necessary information needed. Also, it was determined that the Vendor location form is only needed if the vendor has several locations.*

##### **Business Process Flow – Change Vendor, Block/Unblock Vendor, and Mark Vendor for Deletion**

*Team members agreed that the process for the change, block/unblock, and deletion had the same process flow with the exception of the action. OSRAP has final approval of modifications to Vendor Master Records. Change Vendor: Any change in tax id or address will initiate need to modify vendor master record and supporting documentation must be submitted (i.e. name change from Secretary of State). Workflow notification of changes to vendor master will be prompted via on-line with free-text reason code. Block Vendor: Pending inactive records restricts new business but payments can be made whereas inactive records can not do new business or accept payments. Unblock Vendor: Supporting documentation is needed-no exceptions. Mark Vendor for Deletion: Request from department is needed. Record is not instantly deleted. It is still visible within the system but can not be accessed. Eventually it will be purged i.e. archived in SAP.*

##### **Centralized vs. De-Centralized**

*Team members discussed entering information then submitting paper-based or electronic (.pdf) request to Central Data (OSRAP) for processing. De-centralized data entry and centralized approval process promotes faster turnaround time. Data-Cleansing functionality was discussed to disseminate information as well as validate vendor records.*

*Note: OSRAP processes approximately 250 vendor requests a week and DOTD processes approximately 20-40 requests a week.*

##### **Vendor Master Change – Dual Control**

*AS-IS – Sometimes vendors submit necessary changes directly to OSRAP and the changes are made without the agency(s) being notified. TO-BE Dual Control is a security measure that alerts the affected parties of any changes.*

### **Parking Lot**

- Need for dynamic control on Tax ID fields
- The processing of Travel expenses out of scope, specifically Non-Board Members, in the future
- State Purchasing access to specific Vendor information used for ordering and solicitation
- Find payment capabilities on state website

### **Actions Items**

- Design paper-based form for those agencies/departments that do not have access to SAP.
- Obtain a listing of “Block Status” with explanations from OSRAP.
- Is long text required for Blocking / Unblocking Vendors and Marking Vendors for Deletion?
- Can One-Time Vendor accounts have Automatic Parking and Workflow functionality?
- Obtain Account Vendor group listing from OSRAP.
- Obtain a listing of the Business Categories as well as description and number ranges from DOTD.

### **Organization Impact**

- Possible addition of Personnel to OSRAP due to anticipated increase in Vendor processing.
- Possible Decentralized Imaging

### **Vendor Groups**

- Non PO / Non 1099 Vendor
- Non PO / 1099 Vendor
- One-Time Accounts Payable Vendor
- State Agency
- Human Resource – Garnishment
- Third Party

### **Integration Points**

- Human Resource – Vendor Groups Numbering
  - Garnishments (100000-190000)
  - State Agency (800000-890000)
  - Others / Third Party (300000-390000)

### **Key Decisions:**

- **Internal Number Range for Non-PO /1099 and Non-1099 Vendors**
- **External Number Range for One-Time Vendor**
- **Additional Vendor functionality**
  - **Head Office Branch – The numbering will be independent. There will not be a numeric relationship; the link will be through the master record.**
  - **One-Time Vendor**
  - **Vendor Advance Payments**
  - **Alternative Payees – Master data level and document**
- **Account Groups number ranges**
  - **AP 1099 – Internal numbering (1000000000-1999999999)**
  - **AP Non 1099 – Internal numbering (2000000000-2999999999)**
  - **AP One-Time Vendor – External numbering (AAAAAAAAAA-ZZZZZZZZZZ)**
- **Field Status for Vendor Master record (see attached spreadsheet)**
- **HR Vendor account numbering remains AS-IS**
- **Purchasing team will be responsible for Material Management (MM) business partner account groups (PO Vendors)**
- **All vendors will be maintained centrally at OSRAP using an online form that will automatically populate in SAP upon approval.**
- **Workflow will be used to communicate electronically the approvals/rejections.**